

Event Sponsorship Application 2025-2026

Form Preview

Applicant Details

* indicates a required field

Applicant Details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Address *

Address

<input type="text"/>
<input type="text"/>

Address Line 1 and Suburb/Town are required.

Website *

Must be a URL.

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed

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ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Are you registered for GST? *

- ☐ Yes
☐ No

Event Details

* indicates a required field

Event Details

Event Name *

Event Date *

Events are to take place between 1 July 2025 and 30 June 2026.

Event Location *

The event needs to be held within the City of Vincent boundaries - <https://mapping.vincent.wa.gov.au/IntraMaps22B/>

Tell us about the event... *

Is your event free? If not, what is the cost of admission? *

As outlined in the Event Sponsorship Guidelines, only events that are free or low-cost will be considered for event sponsorship.

Have you previously held this event within the City of Vincent? *

What is your expected attendance across the entire duration of the event: *

- ☐ 1,000 - 5,000 - Small event
☐ 5,000 - 10,000 - Medium event
☐ 10,000+ - Large event

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Please refer to the Event Sponsorship Guidelines for sponsorship amounts for each category.

Explain why you expect this event to achieve the projected attendance? If this event has been held previously, please provide details on past attendance figures. *

Please outline the resources and experience you have to ensure the safe and successful delivery of the event. *

This could include previous experience in event delivery, committed volunteers, established funding sources, available event equipment, etc.

The City's Strategic Community Plan 2022-2032 is Vincent's key strategic document. To secure funding, this application must demonstrate how it will align with the plan. The following questions will help us assess this.

How will you manage waste and promote recycling at your event? *

What strategies will you have in place to encourage people to use smart travel methods such as public transport, bicycles, scooters? *

What steps are you taking to make this event accessible and inclusive? *

How will your event provide an economic benefit to local businesses? Please provide details of how you will measure this. *

Event Marketing and Outcomes

* indicates a required field

Explain how you plan to promote your event to the Vincent and wider community.

*

Detail how you plan to recognise the City of Vincent's support. *

Are you familiar with obtaining event approvals through the City of Vincent or another Local Government's Event Application process? *

☐ Yes

☐ No

List three methods you will use to evaluate the success of your event. *

Examples could include post-event surveys, tracking event engagement on marketing platforms, assessing the quality of how the event was executed, pre-setting event goals such as attendance, budget etc.

Financials

* indicates a required field

What is the total cost to hold the event? *

Must be a dollar amount.

What is the sponsorship amount sought from the City of Vincent? *

Must be a dollar amount.

The City will not fund more than half of the total cost of the event (excluding in-kind support).

Will you require any of the following in-kind support from the City of Vincent:

Parks and Facilities Hire *

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- ☐ Yes
☐ No

Please identify which City owned park or facility you require for your event.

Please refer to the following link for City parks and facilities that are available for hire: Parks & Facilities
- Book a venue » City of Vincent

Waste Management - Will you require the City to supply general waste and recycling bins for your event? *

- ☐ Yes
☐ No

Ranger Services - Will you require any designated parking arrangements for your event? *

- ☐ Yes
☐ No

Are you sourcing additional funding for this event from another source? *

- ☐ Yes
☐ No

If no, please confirm how you plan to cover the remaining costs associated with the event?

The City will not fund more than half the total cost of the event.

Have you previously received funding, a grant or financial assistance from the City of Vincent in the last five years? *

- ☐ Yes
☐ No

If yes, how much?

If successful, what expenditure item/s will the City's contribution cover? *

Budget

Please use the below tables to outline your projected event income and expenditure, including details of other funding sources that are confirmed or not.

- All amounts should exclude GST (where appropriate, GST will be added to the successful grant).
- Provide clear descriptions for each item and use the 'Comments' section to include any further information.

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- The value of 'Volunteer Time' can be calculated as \$25 per hour.

Income Description	Income Type	Confirmed Funding	Income Amount \$	Comments
			Must be a dollar amount.	

Budget Totals

Total Income Amount

This number/amount is calculated.

Budget

Expenditure	Expenditure Type	Expenditure Amount \$	Comments
		Must be a dollar amount.	

Budget Totals

Total Expenditure Amount

This number/amount is calculated.

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Acknowledgements

* indicates a required field

I acknowledge, if successful, I will be required to enter into a sponsorship agreement with the City of Vincent. *

- ☐ Yes
- ☐ No

A Welcome to Country or acknowledgement of country will be given at the event. *

- ☐ Yes
- ☐ No

Every effort will be made to create an event that is accessible for people with disability and the LGBTIQ+ and culturally and linguistically diverse communities. *

- ☐ Yes
- ☐ No

The event will be smoke and vape free. *

- ☐ Yes
- ☐ No

I understand we will acknowledge the City of Vincent in all promotional material as an event sponsor. This includes displaying City of Vincent banners where appropriate. *

- ☐ Yes
- ☐ No

I understand funding can not be used for purchases of capital equipment, insurances, ongoing and recurring staff salaries, including consultant fees. *

- ☐ Yes
- ☐ No

I understand that canvassing or lobbying to the Mayor, Councillors or City of Vincent employees in relation to any sponsorship application will result in the application being ineligible for sponsorship. *

- ☐ Yes
- ☐ No

I understand I will be notified of the outcome of my application after the May 2025 Council Meeting. *

- ☐ Yes
- ☐ No